



Health Service
LOS ANGELES COUNTY

March 4, 2014

**Los Angeles County
Board of Supervisors**

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First District

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The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**APPROVAL OF SHUTTLE BUS DRIVER SERVICES AGREEMENT
(SUPERVISORIAL DISTRICTS 2 AND 4)
(3 VOTES)**

Mitchell H. Katz, M.D.
Director

Hal F. Yee, Jr., M.D., Ph.D.
Chief Medical Officer

Christina R. Ghaly, M.D.
Deputy Director Strategic Planning

SUBJECT

Request approval of a new Proposition A Agreement with PCAM, LLC, dba PCA Management Parking Company of America for shuttle bus driver services at Harbor-UCLA Medical Center and Rancho Los Amigos National Rehabilitation Center.

IT IS RECOMMENDED THAT THE BOARD:

1. Make a finding pursuant to Los Angeles County Code Section 2.121.420 that the provision of Shuttle Bus Driver Services, as described herein, to be performed more economically by an independent contractor.
2. Instruct the Chairman to execute Proposition A (Prop A) Agreement with PCAM, LLC, dba PCA Management Parking Company of America (PCA), effective upon Board approval through March 31, 2019, with a maximum obligation of \$934,640, for the initial term, with the option to extend the term for six months at a maximum not-to-exceed cost of \$93,464, for the provision of Shuttle Bus Driver Services at Harbor-UCLA Medical Center (H-UCLA MC) and Rancho Los Amigos National Rehabilitation Center (RLANRC).
3. Delegate authority to the Director of Health Services (Director), or his designee, to execute future amendments to add and/or change certain terms and conditions as required under Federal or State law or regulation, County policy, or by the County's Board of Supervisors, Chief Executive Officer or designee, and increase or decrease service hours, and

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change route schedules consistent with the existing scope of services, at no additional cost.

4. Delegate authority to the Director, or his designee, to execute future amendments to: i) extend the term of the five-year Agreement for six months at a maximum not-to-exceed cost of \$93,464, with no change in rates; and ii) increase the County's maximum obligation by no more than ten percent of the maximum obligation for a possible increase of \$93,464 in the event that additional services are needed during the Agreement term, subject to review and approval of County Counsel and with notice to the Board and the Chief Executive Office (CEO).

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

Approval of the first recommendation is necessary to comply with Los Angeles County Code Section 2.121.420. Contracting under Prop A requirements has been determined to be cost-effective for the provision of shuttle bus driver services by the Department of Health Services (DHS or Department). Attachment A provides the cost analysis.

Approval of the second recommendation will allow execution of a new Agreement with PCA, Exhibit I, for shuttle bus driver services to continue at H-UCLA MC, and be implemented at RLANRC. The current Agreement expires on March 31, 2014. The services at H-UCLA MC are provided for the entire campus, a route that covers approximately one and one half miles, including stops at two parking lots in close proximity to the campus that are used as overflow lots. In addition, H-UCLA MC uses the service to transport patients as-needed to and from the Lomita Family Health Center approximately three miles away.

RLANRC is adding this service as it is slated to begin a major construction project in mid-2014, with completion targeted in 2019. Once demolition starts the walkways from the parking structure to the main hospital building and clinics will be closed and pedestrians will need to walk around the construction sites either to the north or the south. These closures will impact patients, visitors and staff as the detours to access the main hospital building and clinics from the parking areas will cause everyone to travel greater distances. Shuttle bus services will help to mitigate this impact by providing riders safe passage to and from their on-campus destinations, with designated stops throughout the campus.

Approval of the third and fourth recommendation will allow the Director, or his designee, to execute future amendments to exercise the extension option, increase the County's maximum obligation by no more than ten percent in the event that

additional services are needed, and to adjust services hours and routes at the facilities consistent with scope of services.

Implementation of Strategic Plan Goals

The recommended actions support Goal 1, Operational Effectiveness, and Goal 3, Integrated Services Delivery of the County's Strategic Plan.

FISCAL IMPACT/FINANCING

The total cost for shuttle bus driver services for H-UCLA is \$580,840, and for RLANRC is \$353,800 for the initial Agreement term. DHS may exercise the option to extend the term of the five-year Agreement for six months at a maximum not-to-exceed cost of \$93,464, with no change in rates; and increase the County's maximum obligation by no more than ten percent of the maximum obligation for a possible increase of \$93,464 in the event of additional services needed.

Funding is included in DHS' Fiscal Year 2013-14 Final Budget, and will be requested as a continuing appropriation in future fiscal years. A cost analysis for shuttle bus services was prepared in accordance with Auditor-Controller guidelines and methodologies. DHS has determined that this Agreement is cost-effective for the County.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Department has contracted for shuttle bus driver services since 2007 to provide transportation at no cost to patients, staff, and visitors at H-UCLA MC. The buses circulate from the main hospital building to specialty clinics in outlying buildings including the Lomita Family Health Center. With the recommended Agreement for shuttle bus driver services RLANRC will be another service site.

It has been determined that the provision of services by the Contractor under the recommended Agreement is subject to Prop A guidelines which include the Living Wage Program set forth in Los Angeles County Code Chapter 2.201. The Contractor is in compliance with the Living Wage Program requirements.

The Agreement requires PCA to also provide back-up buses when the County provided shuttle buses are out of service for maintenance and repair. In addition, the County may order additional buses and/or drivers to accommodate special events. The County may terminate the Agreement for convenience with ten days' prior written notice.

County Counsel has reviewed and approved Exhibit I as to use and form.

CONTRACTING PROCESS

On September 4, 2013, DHS solicited responses via a Request for Proposals (RFP) for Shuttle Bus Driver Services and DHS advertised the RFP on the Los Angeles County Web Site, DHS Web Site, ISD Web Site, and in local newspapers.

By October 4, 2013, the deadline for bid submission, DHS received three proposals from the following: Silverado Stages, Inc. (Silverado), Watts Labor Community Action Committee (Watts), and PCA. After an evaluation was conducted it was determined that PCA was the top ranked lowest priced proposer. As a result, DHS is recommending that a contract be awarded to PCA. In addition, Silverado and Watts were debriefed and neither proposer has requested a proposed contractor selection review.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of this Agreement will allow DHS to continue with uninterrupted shuttle bus driver services at H-UCLA MC, and will also start this service at RLANRC for patients, staff, and visitors.

Respectfully submitted,

allen weh
for

Mitchell H. Katz, M.D.
Director

MHK:ev

Enclosures (2)

c: Chief Executive Office
County Counsel
Executive Office, Board of Supervisors

**COUNTY OF LOS ANGELES - DEPARTMENT OF HEALTH SERVICES
SHUTTLE BUS DRIVER SERVICES - PROPOSITION A CONTRACTING
RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER
HARBOR-UCLA MEDICAL CENTER
APRIL 1, 2014 - MARCH 31, 2019**

	COUNTY	
DIRECT		
Salaries	\$	670,135
Employee Benefits	\$	353,716
As needed/intermittent bus services	\$	364,000
Total Labor	\$	1,387,851

	CONTRACTOR
DIRECT	
Salaries	\$ 794,640
Employee Benefits	\$ -
As needed/intermittent bus services	\$ 140,000
Total Labor	\$ 934,640

* Includes Employee Benefit Rates